

How to Subscribe to Order Time and Purchase Additional Services

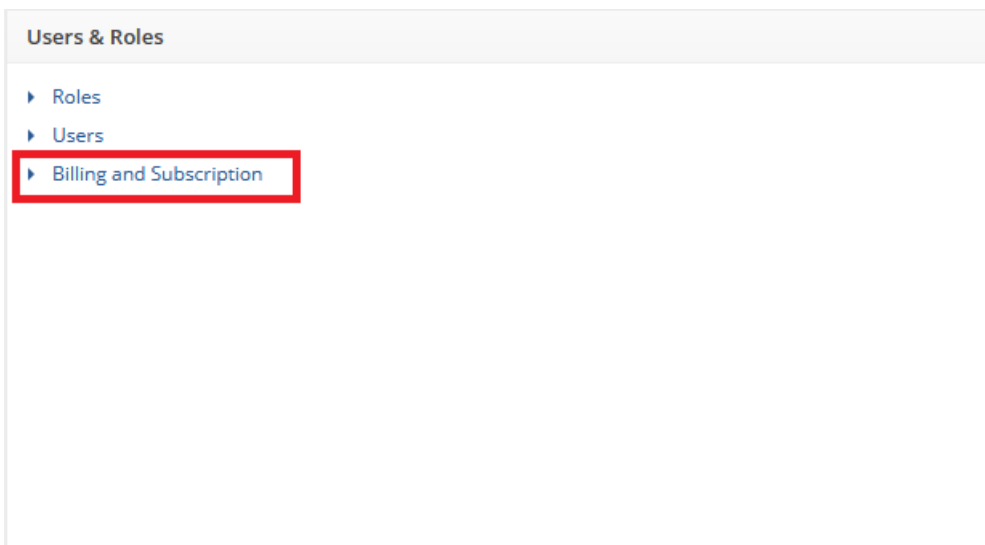
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Here are some quick instructions on how to Subscribe to Order Time and purchase additional services such as integrations.

Now that you're ready to Subscribe, head to your Admin Settings Panel by clicking on the cog in the top-right.



On the right hand side click on the Billing & Subscription Link.



Here click on the link to Edit or Add Services. Your screen will appear similar to this and you can select **Subscribe** to begin setting up your Order Time account.

Admin > Billing and Subscription

Billing and Subscription

Company Id: 6427

Status There are 11 days left in your trial. [Subscribe](#) [Additional Services](#)

Now you are presented with various options to choose from. Starting from the top of the screen:

There is a link to switch between [View Yearly](#) and [View Monthly](#) pricing. Make sure to determine which type of subscription term you want as switching between these two links erases your previous choice!

When selecting either [View Yearly](#) or [View Monthly](#) the system will reflect the associated Annual/Monthly rates. After selecting either the [View Yearly](#) or the [View Monthly](#) billing option you can select the [ADD](#) link next for **Subscription Items** to choose various **Subscription Items** such as e-Commerce Integrations, Shipping Integrations and Printing options. Also, you can select the [ADD](#) link next to **Services** for various **Services** such as Remote Training, Custom Form Template Design or Onsite Training.

Admin > Billing and Subscription > Subscription

Subscription Start Date: 7/31/2023 [View Yearly](#)

Save

Reset

Subscription details : Monthly

ITEM	QUANTITY	PRICE	SUBSCRIPTION	PAYMENT
Subscription Items Add				
User License	6	50.00	300.00	300.00
Services Add				
Onboarding	1	745.00	0.00	745.00
			Subtotal	300.00
			Taxes	0.00
			Total Amount	300.00
				1,045.00

Payment method

First name

Last name



After selecting [ADD](#) for **Subscription Items** a field window will appear and provide a drop down window for your selection of **Subscription Items**.

Subscription Start Date: 7/31/2023 View Yearly

Subscription details : Monthly

ITEM	QUANTITY	PRICE	SUBSCRIPTION	PAYMENT
Subscription Items	-- None --			
User License		50.00	300.00	300.00
Services	Add			
Onboarding		745.00	0.00	745.00
			Subtotal	1,045.00
			Taxes	0.00
			Total Amount	1,045.00

After selecting **ADD** for **Services** a field window will appear and provide a drop down window for your selection of **Services**.

Subscription Start Date: 7/31/2023 View Yearly

Subscription details : Monthly

ITEM	QUANTITY	PRICE	SUBSCRIPTION	PAYMENT
Subscription Items	-- None --			
User License	6	50.00	300.00	300.00
Services	Add			
Onboard		745.00	0.00	745.00
			Subtotal	1,045.00
			Taxes	0.00
			Total Amount	1,045.00

Do Not Forget to update the **Quantity** for needed **User Licenses** and **Onboarding** to the desired selection.

Subscription Start Date: 7/31/2023 View Yearly

Subscription details : Monthly

ITEM	QUANTITY	PRICE	SUBSCRIPTION	PAYMENT
Subscription Items	-- None --			
User License	6	50.00	300.00	300.00
Services	Add			
Onboarding	1	745.00	0.00	745.00
			Subtotal	1,045.00
			Taxes	0.00
			Total Amount	1,045.00

After choosing your Subscription Term, Subscription Items and Services make sure the quantity for your User Licenses is set to the proper amount so that you get the proper discount applied!

Scrolling to the bottom of the screen will be where you can enter your **Payment Method** information.

The screenshot shows the OrderTime interface for managing a subscription. At the top, there is a navigation bar with 'Home', 'Sales', 'Purchasing', 'Production', 'Warehouse', and 'Reports'. The current page is 'Admin > Billing and Subscription > Subscription'. The subscription start date is '7/31/2023'. Below this is a table of subscription items:

ITEM	QUANTITY	PRICE	SUBSCRIPTION	PAYMENT
Subscription Items Add				
User License	6	50.00	300.00	300.00
Services Add				
Onboarding	1	745.00	0.00	745.00
Subtotal			300.00	1,045.00
Taxes			0.00	0.00
Total Amount			300.00	1,045.00

Below the table is a 'Payment method' form with the following fields: First name, Last name, Credit Card No., Exp. MM/YYYY, Security Code, Address, Zip/Postal, and Email. The form is highlighted with a red border. There are also 'Save' and 'Reset' buttons in the top right corner of the form area.

Once you have entered **Payment Method** information, and are confident the information is correct, you may select the **SAVE** button in the upper right hand corner of the screen. Your Order Time transaction will be processed once the **SAVE** button has been selected.

This screenshot shows the same OrderTime interface as the previous one, but with the 'Save' button in the top right corner of the form area highlighted with a red box. The subscription start date is now '8/17/2020'. The 'Save' button is a green button with the text 'Save' in white.

If all information is correct, and the Payment Method transaction processes without issue, the Admin > Billing and Subscription will reflect the following information:

Billing and Subscription

Company Id: 3109

Status [Active](#) [Cancel](#)

Payment method [Credit Card No - / Edit](#)

Payment Interval [Monthly](#)

Next charge [9/9/2020](#)

Payment history [View payment history](#)

Subscription details [Edit or Add Services](#)

ITEM	QUANTITY
User License	12
Ship Station Integration	1
3d Cart Integration	1
Shopify Integration	1
Label Printing	1
TrueCommerce	3
DocuSign	1

This screen gives you the ability to -

- [Cancel your Subscription](#)
- [Edit your Payment Method](#)
- [View your payment history](#)
- [Edit or Add Services](#)
- It also shows you the full itemization of your User Licenses and Integrations for your recurring balance.

Congratulations on becoming an Order Time Inventory subscriber! Enjoy your subscription, we are here to help your company grow.

For Sales inquiries email: kimk@numbercruncher.com

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As always, direct support-related queries to: support@ordertime.com